

### Publications on Working Women:

*Working Women in Ontario*—booklet of basic statistics on number of working women, their age, marital status, etc.

*"2 Out of 5 Women in Ontario are Working"*—small pamphlet outlining interesting facts about the province's female work force.

*Numerous fact sheets and bibliographies* on particular aspects of women's employment, e.g. Fact Sheets—Women in Management

—Women and Labour Unions

### Selected Bibliographies—

The Counsellor's Role in the Career Counselling of Female Students

**In addition to the Women's Bureau, other Ontario Ministry of Labour offices might be able to help...**

*Women Crown Employee Office*, 400 University Avenue, Toronto, M7A 1T7  
Inquiries — (416) 965-0564.

☐ stimulates and facilitates employment opportunity for women working in the Ontario Public Service and Ontario Crown Agencies.

*Human Rights Commission*, 400 University Avenue, Toronto, M7A 1T7  
Inquiries — (416) 965-6841.

☐ administers the Ontario Human Rights Code which includes provisions prohibiting discrimination on the basis of sex and marital status in recruitment, hiring, training, apprenticeship, promotion or transfer, dismissal, terms and conditions of employment.

☐ Regional offices in Hamilton, Kenora, London, Ottawa, Sudbury, Thunder Bay, Windsor.

*Employment Standards Branch*, 400 University Avenue, Toronto, M7A 1V2  
Inquiries — (416) 965-5251.

☐ administers the "equal pay for equal work" provisions of the Employment Standards Act.

☐ administers the pregnancy leave provisions of the Employment Standards Act.

☐ Regional offices in Kenora, Kingston, Kitchener, London, Ottawa, Sault Ste. Marie, Sudbury, Thunder Bay, Windsor.

### Another possible source of assistance...

#### *Ontario Status of Women Council*

Provincial Secretariat for Social Development  
801 Bay Street, Toronto, M5S 1Z1

Inquiries — (416) 965-1111.

Chairman — Laura Sabia

Executive Officer — Marjorie Pinney

☐ 17 member body appointed in October, 1973 as a result of the "green paper," a government policy paper entitled *Equal Opportunity for Women in Ontario: A Plan for Action*.\*

☐ co-ordinates and monitors the implementation of the recommendations of the "green paper."

☐ advises the government on matters relating to the status of women.

☐ acts as a catalyst in achieving equal opportunity for women in Ontario.

\**Equal Opportunity for Women in Ontario: A Plan for Action*—"green paper" on policies and programs designed to improve the status of women in Ontario, published by the Provincial Secretary for Social Development, 73 pages.

### ONTARIO WOMEN'S BUREAU

400 UNIVERSITY AVENUE  
TORONTO, ONTARIO M7A 1T7  
965-1537



Ontario

Ministry of  
Labour

Revised August, 1974

Ont. Women's Bureau Government Publications

# The Ontario Women's Bureau

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## What, why, how.



# What?

- ☐ a Branch of the Women's Programs Division within the Ontario Ministry of Labour.
- ☐ an advisory information and resource centre for and about women and their role in the work force.
- ☐ a specialized service to provide advice to government and industry on legislation and programs affecting working women.

# Why?

- ☐ to further equal employment opportunity for women generally and to improve the status of working women—their working conditions, range, level and remuneration.

# How?

- ☐ public education and research about working conditions.
- ☐ promotion of vocational education.
- ☐ advice and information about training and employment opportunities for women re-entering the work force, upgrading their present skills or changing their career patterns.

## Research and Information on and for Working Women

- ☐ accurate, up-to-date statistical fact sheets concerning the composition and distribution of the female labour force.
- ☐ ongoing research into general working conditions, special studies.
- ☐ research on occupations and careers.
- ☐ facts and figures for speeches, newspaper articles, radio and T.V. programs, government and social agencies, general public.

## Resource Centre

Located within the Women's Bureau office, open to the public from 8:30 a.m.-4:30 p.m.

- ☐ books, pamphlets, articles, audio-visual materials and bibliographies on subjects relating to working women.
- ☐ catalogued selection of submissions to the Royal Commission on the Status of Women in Canada.
- ☐ speakers available on request.

## Advisory Services on Employment Counselling

For the increasing numbers of women who are returning to work, few agencies provide the guidance necessary in choosing a new career or in updating previous education or skills and assessing the personal and family adjustments which might need to be made.

The objective of the Women's Bureau's program is to facilitate establishment of a network of pre-employment and employment counselling services at the community level for women throughout the Province of Ontario by:

- ☐ providing consultative services for those agencies, institutions or groups (public or private) which might be involved in occupational counselling.
- ☐ acting in an advisory capacity to those setting up such services.
- ☐ developing kits of relevant material.

## Advisory Services to Employers and Unions

The Bureau also works with employers, trade unions and professional organizations to encourage the promotion of equal employment opportunity for women and career development of women, by:

- ☐ advising on policies affecting recruitment, training and promotion.

- ☐ examining the potential for regular part-time and flexible hours of work.
- ☐ providing resource material, studies and audio-visual aids to encourage awareness in managers and women employees of their employment potential.

## Vocational Education for Girls and Women

Many women find their employment opportunities limited because they did not seriously plan or prepare for a career during school years.

To prevent this predicament, the Bureau produces and distributes career information featuring young women in non-traditional careers, to encourage girls to:

- ☐ raise their career aspirations and qualifications, consistent with their changing occupational outlook.
- ☐ plan careers realistically, in keeping with their future needs and rapidly changing life styles.
- ☐ choose from a greater variety of career possibilities.

## Publications

Publications on Law:

*Labour Legislation of Interest to Working Women* – 4-page leaflet summarizing Ontario labour legislation with special emphasis on those provisions which affect women.

*Pregnancy Leave in Ontario* – brochure providing information for employers and employees concerning the legal requirements of pregnancy leave.

*Law and the Woman in Ontario* – general outline of the law in Ontario as it affects women, with particular emphasis on their roles as wives and mothers.

Publications on Job Seeking and Careers for Girls and Women:

*You're A What?* – series of 3 autobiographical pamphlets and a photo-booklet about young women in non-traditional careers.

*Career Selector* – series of 6 booklets – comprehensive up-to-date descriptions of training requirements and career opportunities in a wide variety of occupations.

*The Job Search* – a booklet for the adult woman, especially for those returning to work, which describes the necessary steps to successful job hunting including self-assessment, analysis of job expectations and the search itself.